

CIRC MAILERS – THE SIRSI WAY

Alignment:

- 1) Load mailers on the push tractor feed pins, remove ribbon access cover and press **Load/Unload**.
- 2) Open the operator panel cover and press line feed button until the first hole of the mailer (to the left) is aligned with the middle of the horizontal blue line on the metal platen bar.
- 3) Press **Set TOF**. Close operator panel cover.
- 4) Press **Start/Stop** to set the printer online.
- 5) Check the paper thickness lever – the setting should be 3.

Report retrieval:

- 1) Log into Workflows under MSLA-MAINCIRC.
- 2) Right click on grey bar and choose msreports toolbar (if not already selected).
- 3) Click on finished reports wizard (3rd from left).
- 4) Path for application to view and print is to WORD.
- 5) Set defaults as follows:
 - Page length: 31**
 - Page width: 80**
 - Top margin: 2**
 - Bottom margin: 2**
- 6) Click **OK**
- 7) From list of reports, highlight *the most recent* **MSLA Circ Mailer**, which should be near the top of the list. Click on **View** box at bottom.
- 8) Uncheck **view log** option; click **OK**.
- 9) Under **View**, choose **Print layout**.
- 10) Under **File**, choose **Page Setup** and make the following adjustments:
 - Click **2 pages per sheet** (bottom of screen)
 - Outside: **0.3**
 - Inside: **0.25** (type in)
 - Left: **1.25** (type in)
 - Right: **1.25** (type in)
- 11) Click **OK**.
- 12) Under **File** choose **Print preview**.
- 13) Using **Page Down** button, scroll through report checking for alignment, out of place street addresses and missing information.
- 14) Under **File**, choose **print**. Make sure the **Forms** printer is chosen.
- 15) Click on OK and wait for printing to begin.
- 16) When printing is complete, close out of document, saving nothing. Log out of workflows.